

**COLLEGE OF PHARMACY
REAPPOINTMENT REVIEW FOR CLINICAL TRACK FACULTY
POLICY AND PROCEDURES**

PURPOSE

The purpose of this document is to outline the policy and procedures for the review for reappointment for clinical track faculty in the College of Pharmacy. It is expected that initial and subsequent appointment terms for clinical track faculty at the rank will be for two years. As determined by University policy, during the initial two-year contract, a notice of at least six months in advance of contract expiration is required in the event of non-renewal. After the first contract, all subsequent contracts require a non-renewal notice of 12 months.

REVIEW

The principle underlying the review process for reappointment of clinical track faculty is that the frequency of formal review decreases as the faculty member increases in rank. For each contract renewal for faculty at the rank of Clinical Assistant Professor, a full performance assessment must be completed at least 7 or 13 months prior to the current contract expiration, for first and subsequent contracts, respectively. For those at the rank of Clinical Associate Professor, a full performance assessment must be conducted 13 months prior to the expiration of every other contract. For faculty at the rank of Clinical Professor, a full performance assessment must be conducted 13 months prior to the expiration of every third contract. At their discretion, the Department Head may elect to conduct a more frequent full performance assessment for a faculty member. *A request for non-renewal must be supported by a full performance assessment within the current contract cycle.*

The Department Head or their designee will conduct an assessment of the performance of all clinical track faculty members consistent with the elements outlined in the Faculty Expectations document for the Department. This assessment should include relevant learning, scholarship, and engagement activities. In addition to objective data (such as teaching evaluations, publications, and number of students on rotations), the Head should seek input from the unit Primary Committee regarding the progress of the faculty member. The Head should also seek input from appropriate personnel from the site at which clinical instruction by the faculty member takes place. *Faculty should provide proof of continued professional licensure at the time of the review.*

Upon completion of the evaluation, the Head shall prepare a report of their assessment that addresses the following questions:

1. Has the faculty member's teaching performance been consistent with unit expectations?
2. Does the faculty member have productive interactions with other health care professionals at the institution(s) where their clinical instruction occurs?
3. Is the faculty member engaged in scholarly activity to a level expected of a clinical track faculty member?

4. Is the faculty member engaged in the overall mission of the unit and exhibit a commitment to the educational program?
5. Does the faculty member interact with other faculty, staff, and students with appropriate civility so as to contribute constructively to the College environment?

For approval of reappointment, it is expected that the answer to each of the above questions will be yes. If the answer to any of the above is no and the Head proposes to renew the contract, the plan for addressing the deficiency(ies) should be briefly described.

PROCEDURE FOR RENEWAL OR NON-RENEWAL

Clinical Assistant Professor Contracts:

The Head will submit a report on each faculty in the second year of their first contract to the Dean by 7 months prior to the contract expiration (usually December 1) with a request to proceed with renewal or non-renewal notice. For each subsequent contract at this rank, the Head will submit the request by 13 months (usually June 1) prior to the contract expiration date.

Clinical Associate Professor and Clinical Professor Contracts:

In contract cycles in which a full performance assessment is conducted, the Head will submit a request for renewal or non-renewal by 13 months (usually June 1) prior to the contract expiration date. In cycles in which a full performance assessment is not conducted, it is expected that a request for renewal will proceed through submission of a new contract.